


How to Apply Online for a Posted Position



1. View the Job Postings and select the position you wish to apply for. You can click on the title of the position to read the full details.


[Home](#) > Employment Opportunities





Employment Opportunities





Subscribe to job posting notifications to be automatically alerted of the latest career opportunities by clicking on the Notify Me button.

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Select a Category 



Sorted by [Job Title](#) 

 [JOB POSTING NOTIFICATION](#)  [EMAIL RESUME](#)  [JOB PROFILES](#)  [JOB APPLICATION](#)


▼ **Community Development**

BUILDING INSPECTOR
Posted November 13, 2012 5:00 PM | Open Until Filled

We are currently accepting applications for an experienced Combination Inspector with an emphasis in electrical. Under limited supervision, this position performs a variety... [Full Description](#)

[Apply Online](#)

Tools


 [Apply Online](#)

Categories

[All Categories](#)

- Community Development
- Parks and Recreation

2. Once you have read the details of the position you wish the apply for, click **Apply Online**

 **Community Development**

[◀ Back to All Categories](#)

BUILDING INSPECTOR

We are currently accepting applications for an experienced Combination Inspector with an emphasis in electrical. Under limited supervision, this position performs a variety of routine and complex technical duties that require inspection of construction projects in compliance with the Town of Erie adopted codes. The successful candidate will be able to communicate ordinances and code provisions to contractors, homeowners, and the general public. Perform administrative tasks related to inspections maintaining accurate records, preparing reports as needed and administering violation and stop work notices for work being performed without a permit.

Qualifications

For consideration of this position a candidate must possess a high school diploma or equivalent, Colorado Journeyman Electrician License, valid Colorado State Driver's License and 2-4 years related inspection experience (preferred consideration for ICBO Electrical Inspector Certification or a Master Electrician).

Special Requirements

Job Details

Job ID
CD0004


Category
Community Development

Status
Open

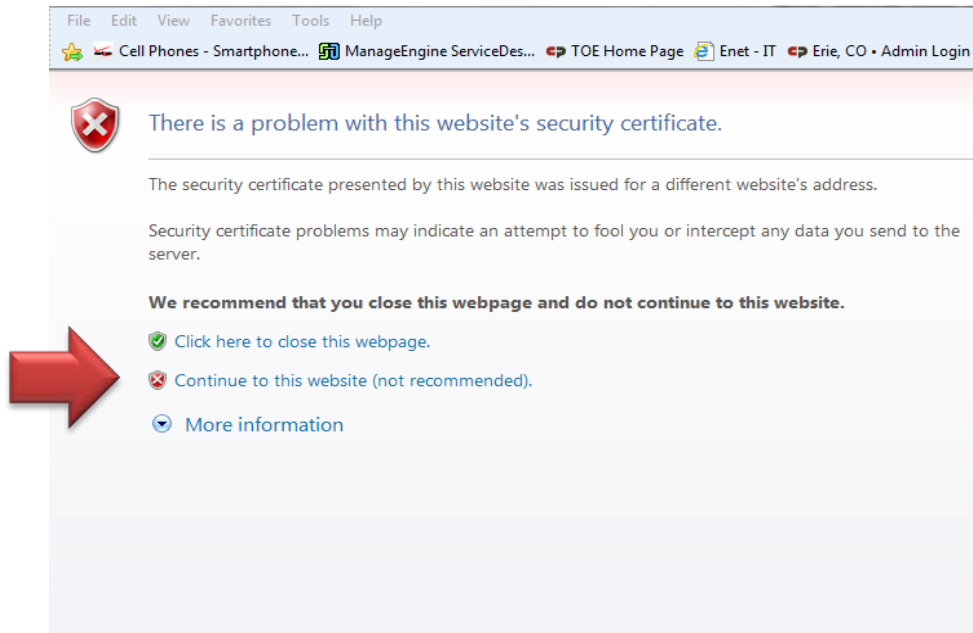
Salary
Starting salary range \$46,978-\$54,480 and generous benefits package which includes medical, dental, vision, employer matching retirement plan and membership to the Erie Community Center.

Published
November 13, 2012 5:00 PM

Tools

 [Apply Online](#)

3. If you are prompted with the following Security Certificate – select - Continue to this website



4. On the next page you will register and set up a user account and password:

If you are a returning user enter your user ID and Password and click Login

Existing User

If you have previously created an account on this site, you do not need to create a new login.

New User

If you do not have an account on this site, please enter a desired User ID and Password in the appropriate boxes and click 'New User'.

Password Requirements

The password is case sensitive and must be at least 5 characters long.

Online Job Application	
User ID:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/>	
<input type="button" value="New User"/>	
Forgot Password? <input type="checkbox"/> Remember Me	

Benefits of being a registered user:

Ease: You can apply for all jobs as they become available. No fussing with paper and no waiting for an application to be sent to you in the mail.

Speed: You can more easily make deadlines since we store your application in our database. You'll only have to change a couple of quick items to apply for a new job.

Convenience: Apply from anywhere in the world you have internet access.

- Next, you will need to provide an email address and select “continue.”

Then, fill out the Contact, Personal, Education, Military (if applicable), Employment, and Reference pages. When you have completed the page, select the “continue” tab. Repeat this process for each page.

- Now you will have the opportunity to upload your Documents. Click **Upload Documents Here**

[Home](#) > Online Job Application

Online Job Application
Logged in as: JohnSmith [Logout](#)
Selected Job: None [View Job Listings](#)

[Submit Application](#) [Preview Application](#) [Edit Profile](#) [View My History](#)

Profile:

- ✓ [Login/Email](#)
- ✓ [Contact](#)
- ✓ [Personal](#)
- ✓ [Education](#)
- ✓ [Military](#)
- ✓ [Employment](#)
- ✓ [References](#)
- ✓ [Upload Documents](#)

Upload Documents

Please upload any supporting documents, such as a resume or certifications.

[Upload Documents Here](#)

Clicking Save, Previous or Continue saves your answers.

[Previous](#) [Save](#) [Reset](#) [Cancel](#) [Continue](#)

- Next, click the browse tab (shown in example 1), and select the documents you wish to upload from your computer. Once you have uploaded your documents you will have the ability to see what documents you have uploaded. You will not be able to open/view or edit your documents, but simply see the document’s name, date and time you uploaded (shown in example 2). You can delete and re-upload if you found you have uploaded the wrong document.

[Home](#) > Online Job Application

Online Job Application

Logged in as: JohnSmith [Logout](#)

Selected Job: None [View Job Listings](#)

[Submit Application](#) [Preview Application](#) [Edit Profile](#) [View My History](#)

Profile:

- ✓ [Login/Email](#)
- ✓ [Contact](#)
- ✓ [Personal](#)
- ✓ [Education](#)
- ✓ [Military](#)
- ✓ [Employment](#)
- ✓ [References](#)
- ✓ [Upload Documents](#)

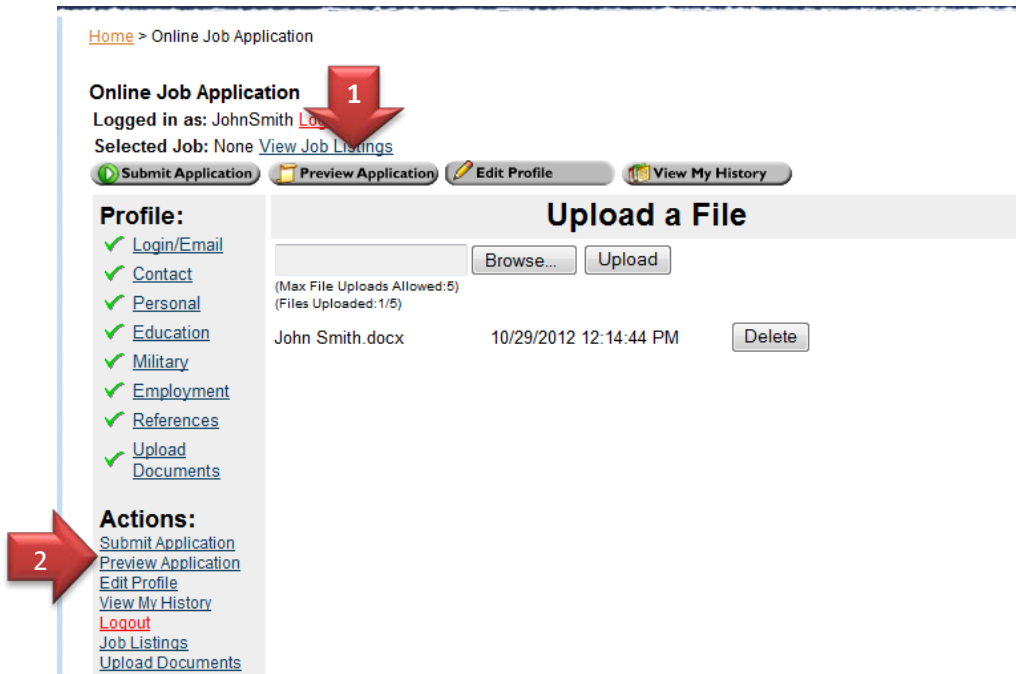
1 Upload a File

[Browse...](#) [Upload](#)

(Max File Uploads Allowed:5)
(Files Uploaded:1/5)

John Smith.docx	10/29/2012 12:14:44 PM	Delete
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8. Now, you may select “Preview Application.” The Preview Application icon is located as a tab (shown in example 1) and under “Actions” (shown in example 2).



9. The first time you preview the Employment Application Form, the form may be blank due to your computer’s security settings (shown in example 1) below. If so, you will see a ribbon at the top of the form. You may click the “Option” tab and select “Trust the document one time only” or “Add host to Privileged Location” (shown in example 2). Now you may view your application.

The screenshot shows the 'Employment Application Form'. At the top, there is a yellow security warning ribbon with a warning icon and the text: 'Data from this site is blocked to avoid potential security risks. Click Options to receive this data if you trust this document.' To the right of the ribbon are 'Options' and 'Help' buttons. Below the ribbon, there is a 'Trust this document one time only' button and an 'Add host to Privileged Locations' button. The form itself is titled 'Employment Application Form' and has a section for 'Applicant Information'. It contains several input fields: 'Full Name' (with sub-fields for 'Last', 'First', and 'M.I.'), 'Date', 'Address' (with sub-fields for 'Street Address', 'Apartment/Unit #', 'City', 'State', and 'ZIP Code'), 'Phone', and 'E-mail Address'.

10. Once you have filled out all the Profile Information, uploaded your documents and previewed your application you are now ready to Submit Application.

11. You may submit your application by clicking on either of the 2 locations in the example below.



The screenshot shows a web application interface for an online application portal. At the top, a red arrow points down to the 'Online Application' header. Below this, the user is logged in as 'JohnSmith' with a 'Logout' link. The 'Selected Job' is 'None', and there is a 'View Job Listings' link. A navigation bar contains four buttons: 'Submit Application' (highlighted with a green checkmark icon), 'Preview Application' (with a document icon), 'Edit Profile' (with a pencil icon), and 'View My History' (with a calendar icon). The main content area is divided into two sections. On the left, the 'Profile' section lists various categories with green checkmarks: 'Login/Email', 'Contact', 'Personal', 'Education', 'Military', 'Employment', 'References', 'Upload', and 'Documents'. A red arrow points right to the 'Actions' section, which contains links for 'Submit Application', 'Preview Application', 'Edit Profile', 'View My History', 'Logout', 'Job Listings', and 'Upload Documents'. On the right, the 'Upload a File' section has a 'Browse...' button and an 'Upload' button. Below these, it shows upload limits: '(Max File Uploads Allowed: 5)' and '(Files Uploaded: 1/5)'. A table lists one uploaded file: 'John Smith.docx' with a timestamp of '10/29/2012 12:14:44 PM' and a 'Delete' button.

Online Application
Logged in as JohnSmith [Logout](#)
Selected Job: None [View Job Listings](#)

[Submit Application](#) [Preview Application](#) [Edit Profile](#) [View My History](#)

Profile:

- ✓ [Login/Email](#)
- ✓ [Contact](#)
- ✓ [Personal](#)
- ✓ [Education](#)
- ✓ [Military](#)
- ✓ [Employment](#)
- ✓ [References](#)
- ✓ [Upload](#)
- ✓ [Documents](#)

Actions:

- [Submit Application](#)
- [Preview Application](#)
- [Edit Profile](#)
- [View My History](#)
- [Logout](#)
- [Job Listings](#)
- [Upload Documents](#)

Upload a File

(Max File Uploads Allowed: 5)
(Files Uploaded: 1/5)

John Smith.docx	10/29/2012 12:14:44 PM	<input type="button" value="Delete"/>
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